

# City of Tigard

## Room Reservations Credit Card Authorization

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**If you would like to pay the room rental fee or security deposit by credit card, please submit this completed form to the City of Tigard's Room Reservation Coordinator.**

Room(s) reserved: \_\_\_\_\_

Reservation date(s): \_\_\_\_\_

Authorized charge amount(s)

Rental fee                      \$ \_\_\_\_\_

Security deposit                \$ \_\_\_\_\_

Visa/MasterCard number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Cardholder name on card: \_\_\_\_\_

Address for the card, including zip code: \_\_\_\_\_

\_\_\_\_\_

Contact phone number: \_\_\_\_\_

**I give the City of Tigard permission to charge the indicated rental fee and security deposit to the credit card number given. I certify that I am an authorized signer on the account.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Refunds will be processed by crediting the credit card charged.

This authorization may be sent to the Room Reservation Coordinator at 13125 SW Hall Blvd., Tigard, OR 97223 or faxed to City Hall at 503-684-7297. If you have any questions, please contact the Room Reservation Coordinator at 503-639-4171.

Authorization number \_\_\_\_\_